



**CALIFORNIA NATIONAL GUARD  
COUNTERDRUG TASK FORCE  
TOUR ANNOUNCEMENT**

**OPEN TO ALL CALIFORNIA AIR AND ARMY NATIONAL GUARD**

**THIS TOUR IS FULL TIME NATIONAL GUARD DUTY FOR COUNTERDRUG (FTNGD-CD) - TITLE 32**

- 1. POSITION AVAILABLE:** Civil Operations Specialist
- 2. TOUR LOCATION:** Los Angeles and Riverside - **2 Positions (1x Air and 1x Army)**
- 3. TOUR NUMBER:** FTNGD-CD 15-22
- 4. EFFECTIVE DATE OF ANNOUNCEMENT:** 22 February 2015
- 5. ANNOUNCEMENT CLOSING DATE:** Open until filled
- 6. TOUR LENGTH/ PROJECTED TOUR START DATE:** **15 March 15 - 30 September 16**
- 7. MINIMUM GRADE:** E-4 **MAXIMUM GRADE:** E-6
- 8. MOS / AFSC:** Preferred: Army or Air Force Medical specialties
- 9. PERSONNEL ELIGIBLE TO APPLY:** (X) Male (X) Female ( ) OFF ( ) WO (X) ENL  
  
All members of the California Army and Air National Guard
- 10. SELECTING SUPERVISOR:** LA District Commander
- 11. MILITARY STATUS:** FTNGD-CD, Title 32 USC, SECTION 502 (f) – (IAW 32 USC 112)
- 12. APPLICANT MUST,** at a minimum, submit documents referenced in **attachment A** to this announcement and meet all applicable criteria below:

- a. Applicants must possess a favorable National Agency Check/Local Agency Check with Credit Check (NACLC) within the past 10 years. The selection for the position is conditional and based on a complete and favorable LIVESCAN by the California Department of Justice and the Federal Bureau of Investigation.
- b. Applicants will be screened in a manner that provides reasonable certainty that the member is of good character, well motivated and an appropriate representative of the National Guard in duties subject to high profile scrutiny by Law Enforcement Agencies (LEAs), National Guard senior commanders, news media and the general public.
- c. Applicants must be within Army and Air Force HT/WT standards or pass Body Composition screening IAW the standards set forth in AR 600-9 or AFI 36-2905

**14. Unique Requirements and conditions of Counterdrug tours:**

- a. Urinalysis testing upon entry to active duty in addition to periodic testing during active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under Substance Abuse Testing or the ANG Drug Abuse Testing Program. Non-derogatory drug screening results prior to entry into the Counterdrug Program is mandatory.
- b. CDTF personnel are required to attend M-Day unit IDT/IAD and Annual Training while on FTNGD-CD.

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- c. CDTF personnel on FTNGD-CD orders are subject to fiscal constraints of year-to-year funding. Service on FTNGD-CD is voluntary and contingent on current and qualified participation as a California National Guard Servicemember.
- d. Relocation expenses may be authorized by the Counterdrug Commander (CDC).
- e. Criminal records checks, and/or security screening by LEAs of applicants serving in LEA offices or in positions where they are privy to operational information of LEAs. Such inquiries are likely to be completed prior to entry on duty. Rejection by LEA's could result in the applicant's removal from the CD Program.
- f. Be advised, if at the time of selection for this Counterdrug tour, the SM reaches eighteen (18) years of Active Federal Service or six (6) continuous years of Active Federal Service budget constraints may not allow the Servicemember to receive final selection for a Counterdrug tour.

### **15. Tour Description**

In an effort to help reduce substance abuse and the demand for illegal drugs, Civil Operations Specialists work as advisers and coach to help build and sustain community anti-drug coalitions in delivering collaborative and effective strategies that create healthy citizens. Civil Operators are a well-trained and adaptable force capable of developing coalitions and implementing effective prevention practices, while maintaining flexibility to apply these skills to other missions in accordance with requirements outlined in NGR 500-2/ANGI 10-801 and the National Guard Bureau Counterdrug Civil Operations Standard Operating Procedures. Civil Operators will work closely with our Intelligence Teams to determine specific narcotics and transnational criminal organization threats within their assigned AOR in an effort to help local community based organizations and law enforcement agencies in their drug prevention efforts.

### **16. Qualifications**

#### **Minimum Qualifications:**

- a. Excellent communication skills, both verbal and written and able to adjust communication to appropriate target audiences (i.e., child, pre-adolescent, adolescent, etc.)
- b. Good computer skills with knowledge of all MS office products.
- c. Excellent customer service relation skills.
- d. Self-starter and fast learner.
- e. Ability to build strong sense of teamwork and purpose.
- f. Exhibits excellent time management skills.
- g. Meets Army and Air Force height/weight standards.
- h. Required minimum Secret clearance.
- i. Ability to maintain a Government Travel Card (GTC).
- j. Valid driver's license
- k. Must be willing to travel and be TDY for a length of time, as mission dictates.
- l. Ability to work without direct supervision.
- m. Ability to work with groups of diverse race, gender, religion, social / economic status and political views.
- n. Ability to lift up to 50 pounds into and out of a vehicle.

#### **Preferred Qualifications:**

- a. Experience with law enforcement, educational institutions, and/or community-based organizations.
- b. SharePoint, PowerPoint, Excel, Defense Travel System (DTS), Risk Assessment experience.
- c. Counterdrug experience.
- d. Knowledge of National Drug Control Policy.

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- e. Knowledge of coalition development, research based prevention curriculum, and Strategic Prevention Framework (SPF).
- f. Army or Air Force Basic Instructor certified
- g. Small Group Facilitation certified
- h. Excellent public image.
- i. Excellent ability to work and mentor youth.
- j. Excellent mission coordination skills.
- k. Military driver's license includes HMMWV qualification.
- l. Bilingual, Spanish preferred.
- m. Applicants must be able to complete the tour prior to achieving 17 & 1/2 years active service.

### **17. Applicants meeting any of the following are INELIGIBLE to APPLY:**

- a. Not a member of the National Guard.
- b. Does not meet medical retention standards.
- c. Does not meet body composition/weight control standards prescribed by AR 600-9 / NGR (AF) 35-11.
- d. Involuntarily removed from AD or FTNGD for cause, non selection for promotion, or resignation in lieu of adverse personnel action.
- e. Non-selection for retention.
- f. Under current suspension of favorable personnel action (flagged) per AR 600-8-2.
- g. Any Felony Level Offenses and Specified Misdemeanor Offenses annotated in JFHQ Policy Memorandum 2008-04.

**18.** Questions may be directed to the CD-1 NCOIC at (916) 369-4945. Applications will not be accepted in binders or document protectors. Documents should not be double-sided. Applications can only be received by mail prior to announcement closing date. No faxed or e-mailed applications will be accepted. **SUBMIT COMPLETE APPLICATION** to:

Counterdrug Task Force  
ATTN: CD-1 NCOIC, MSG Kennedy  
10620 Mather Blvd  
Mather, CA 95655-4125

**19. Equal Opportunity:** The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

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The following are required documents to be turned in with your application:

1. Letter of Validation from first Commander or their designee, signed within 60 days of the tour effective date, acknowledging all statements and information within the letter to be true and accurate. A template is found here: <http://www.calguard.ca.gov/CDTF/Pages/ApplicationSupportingForms.aspx>
2. Military Biographical Summary. A Military Biographical Summary example is posted here: <http://www.calguard.ca.gov/CDTF/Pages/ApplicationSupportingForms.aspx>
3. Resume
4. CAJS-CD, Application for Full-time National Guard Duty- Counterdrug (FTNGD-CD) <http://www.calguard.ca.gov/CDTF/Pages/ApplicationSupportingForms.aspx>
5. Retirement Points Accounting Statement (RPAS)
6. ARNG Personnel Qualification Record (PQR)
7. Complete and signed CD Forms 301-302 <http://www.calguard.ca.gov/CDTF/Pages/ApplicationSupportingForms.aspx>
8. **Army:** Submit the last two (2) consecutive NCOERs / OERs. **Air Force:** Submit the last two (2) consecutive EPRs / OPRs
9. Medical:
  - a) Army: Printout of Individual Medical Readiness (IMR) report. Found under AKO, My Medical Readiness. Select IMR Record. **\*\* Report must have been generated within 60 days prior to tour effective date.**
  - b) PHA should be current within 12 months of the effective date of the tour and contain no flags or profiles.
  - c) Applicants must meet medical retention standards per AR 40-501 and must not be flagged for weight, PT failures or be medically non-deployable (MND).
10. **Army:** Copy of an Army Physical Fitness Test (DA Form 705) within 1 year of effective date of tour.  
**Air Force:** Copy of Physical Fitness Test within 1 year of effective date of tour.
11. Copy of ten year driving record from the California Department of Motor Vehicles within 60 days prior to tour effective date. <http://dmv.ca.gov/fors/inf/inf11125.pdf>
12. Optional – Applicants may submit up to three letters of recommendation from former employers/supervisors/commanders (if applicable).